Abdullah Albassam
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Professional Summary
Experienced and ambitious professional with over 8 years of experience across construction, trade, and business management. Proven track record in managing large-scale projects under top-tier organizations such as Aramco (KAPSARC), and establishing successful ventures including a Korean company branch in Saudi Arabia. Strong background in project management, administration, and medical terminology from prior dentistry studies. Known for leadership, adaptability, and a results-oriented approach. Seeking a full-time position that offers growth and professional challenges.

Key Achievements
- Played a vital role in the KAPSARC project under Aramco as a project administrator and safety officer.
- Founded and managed a Saudi branch of the Korean company Daeyoung EMC.
- Led successful operations in multiple businesses and import/export ventures in Saudi Arabia.
- Demonstrated exceptional team leadership and business development skills across diverse industries.

Work Experience
General Manager
Pivot World Contracting Est. (formerly House of Grass Trading Est.) – Riyadh
Dec 2022 – Jul 2025
- Oversaw all construction operations, project planning, and administrative duties.
- Directed execution phases across contracting and supply services.
- Led the company through development and operational growth.

General Manager
House of Grass Trading Est. – Riyadh
Dec 2021 – Dec 2022
- Conducted general business management and import operations.
- Supervised the day-to-day functioning of the establishment.

Business Manager & Agent
Daeyoung EMC Co. – Riyadh
Nov 2012 – Jun 2014
- Established the Saudi branch and secured the Marafiq project in Yanbu.
- Managed all administrative and operational activities.

Project Administrator
SK E&C (KAPSARC Project) – Riyadh
Aug 2010 – Feb 2013
- Managed HR documentation, employee onboarding, contracts, and project logistics.
- Liaised with subcontractors and municipal authorities for smooth construction flow.

Safety Officer
Alkhathlan Co. (KAPSARC Project) – Riyadh
Mar 2011 – Jul 2011
- Designed and implemented safety programs and inspection protocols.
- Trained staff on health and safety procedures, reducing workplace hazards.

Education
- Diploma in Project Management, Houston International University - USA (Expected: Sep 2024)

Skills
- Project Management & Business Development
- Strong Organizational & Leadership Skills
- Staff Training & Team Management
- Risk Assessment & Safety Compliance
- Excellent Communication (Arabic & English)
- Medical Terminology Knowledge

- Landscaping & Trade Operations
- Multidisciplinary Collaboration

Languages
- Arabic: Native
- English: Advanced